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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 28 November 1956

FROM : Chief, Plans and Policy Staff *185.*

SUBJECT: Weekly Activities Report #47

I. COMPLETED PROJECTS1. Five Per Cent Training Policy

X a. Two formal courses conducted by the Office of Communications were approved.

X b. Approval has been withheld of a clerical orientation program conducted by OO until modifications in the course are completed.

2. New Building

OTR requirements for pneumatic tube services and other mechanical devices to handle mail in the new building were forwarded to the DD/S Liaison Officer.

3. Completed a draft brochure on Career Opportunities in the American Intelligence Services as an aid to recruitment.

II. NEW PROJECTS1. Five Per Cent Training Policy

Description of a course to be conducted by RI/FI to determine electronic equipment for document transmission in the new building has been received.

JOB NO. _____ BOX NO. _____ FILE NO. _____ DOC. NO. 5 NO CHANGE
IN CLASS/ /DECLASS/ /CLASS CHANGED TO: TS S ~~SECRET~~ JUST. 22
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III. PROJECTS IN PROCESS

1. Five Per Cent Training Policy - Presently under revision are requests for approval of:
 - a. One job training course in the Office of Security
 - b. Five job training courses conducted by FBID/OO
 - c. Twenty-two formal and job training courses conducted by DD/S components.
2. War Training Annex to Global War Plan - Revised draft completed.
3. Training Requirements for the Clandestine Services - Forms being revised, other components have been asked for modifications necessary to their sections.
4. New Building Space Directive "D" - To be reviewed with Deputy Chief, Administrative Branch.
5. OTR Regulation, "Publications" - First draft prepared.
6. OTR Regulation, "Review of Non-OTR Training".

IV. MEETINGS ATTENDED

1. Machine Records for Registrar - [redacted]

[redacted] again discussed the need for machine records in the Registrar's Office. It was concluded that there was no need as a revised Form 1025 would serve adequately as the file card in a manually-operated system once the present training folders are removed. This is to be accomplished by forwarding the evaluations in them to the A&E file with other important documents being sent to the OP personnel folder.

2. [redacted] Chief, Regulations and Control Staff, requested information concerning the logical points in OTR courses for instruction concerning the Agency regulatory system as had been recommended in an IG survey of the Management Staff. [redacted] was referred to Messrs. [redacted]

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